

## EMPLOYER DEMOGRAPHICS

From the TRF homepage at [www.in.gov/trf](http://www.in.gov/trf), click on Employer Secure Login:



Figure 1 - TRF Homepage

On the Login Page (figure 2), enter your **Employer Email Address** (user name) and **Employer Password**. Your **Employer Email Address** is your full e-mail address. Initially, your **Employer Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. If you have any trouble with your password please use the *Forgot Password?* option on the page and a new password will be emailed to you.

Note: The first time you log in, you will be required to change your password.

Figure 2 – Login Page

Once you log in and change your password, you will be linked to your Employer Information page (figure 3). On your Employer Information page, all of your designated access rights, including Employer Demographics, will be listed on the left side. Select *Employer Demographics*.



Figure 3 – Employer Information Page

On the Employer Demographics page (figure 4), there are instructions at the top of the page on how to add, delete or modify user accounts and employer information. Note: You must always have a registered contact for the **Superintendent, Treasurer, Part II Contact** and **P31 Contact**. If you need to delete any of those contacts, you must first add a new contact for that contact type before deleting the existing contact.

- Home
- Current Wage and Contribution
- Adjusted Wage and Contribution
- SSN/TRF# Cross-Reference
- Member Enrollment
- Retirement Application-Part II
- Maintain Bank Information
- Submit Quarterly W&C
- Payment
- Employer Demographics
- Change Password
- TRF Home
- Contact TRF
- Forms
- Logout

## Employer Demographics

Instructions:

- The Superintendent's contact information can be modified by the Superintendent only but cannot be deleted. You must contact TRF to add or delete Superintendent's contact information.
- The Security Administrator can modify user accounts but cannot modify or delete the Superintendent's contact information. Only the Superintendent can delete the Security Administrator as a contact or reassign a new Security Administrator.
- Click on "Update Employer Information" link to update any employer information.
- Click on the contact name to edit or delete existing contact information.
- Click on "Add New Contact" link to add a new contact.

<b>Unit Number:</b> 0099011	<b>Unit Name:</b> INDIANA STATE TEACHERS RETIREMENT FUND	
<b>Address:</b> 150 W. Market St Indianapolis, IN 46204	<b>Phone:</b>	<b>Fax:</b>

[Update Employer Information](#)

[Add New Contact](#)

Name	Phone	Ext	Fax	Email	Contact Type(s)
<a href="#">John Doe</a>					C
<a href="#">John Doe</a>					B
<a href="#">John Doe</a>					H, I
<a href="#">John Doe</a>					H, I
<a href="#">John Doe</a>				not.mmyers@trf.in.gov	F, G, H, I
<a href="#">James Gray</a>	(317) 233-0911			not.jgray@trf.in.gov	A, F, G, H, I, J, K
<a href="#">John Doe</a>				not.jpogue@trf.in.gov	F, G, H, I, J
<a href="#">John Doe</a>				not.jmoffitt@trf.in.gov	F, G, H, I, J
<a href="#">John Doe</a>				not.mdeuberry@trf.in.gov	F, G, H, I, J

**Legend**

- A. Superintendent
- B. Treasurer
- C. Part II Contact
- D. P31 Contact
- E. Authorized Agent
- F. New Member Enrollment Contact
- G. Submit Part II Contact
- H. TRF# Cross Reference Contact

Figure 4 – Employer Demographics

On the Employer Demographics page, you can select any of the existing contacts by clicking on the name. You can then assign one of them as a Security Administrator by using the Legend at the bottom of the page. Only the Superintendent and up to one additional Security Administrator can modify user accounts and employer account information. However, as stated in the instructions at the top of the web page, the Security Administrator has limited access to modify the Superintendent's information.

To modify an existing user's account, click on the user's name and you will be linked to the Edit Existing Contact page (figure 5).

**TEACHERS' RETIREMENT FUND**

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### Edit Existing Contact

Complete employee contact data in the fields provided. Select the "Save Changes" button to save your data.

NOTE: You cannot add new users on this page. To add a new user please use the "Add New Contact" link on the "Employer Demographics" page.

\* - Required Field

<b>*First Name</b>	<input type="text" value="James"/>
<b>Middle Name</b>	<input type="text"/>
<b>*Last Name</b>	<input type="text" value="Gray"/>
<b>*Phone</b>	<input type="text" value="(317) 233-0911"/>
<b>Ext</b>	<input type="text"/>
<b>Fax</b>	<input type="text"/>
<b>*Email</b>	<input type="text" value="not.jgray@trf.in.gov"/>

*Contact Type		Selected
<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Available</p> <ul style="list-style-type: none"> <li>Authorized Agent</li> <li>New Member Enrollment Contact</li> <li><b>P31 Contact</b></li> <li>Part II Contact</li> <li>Pay P31 Contact</li> <li>Security Administrator</li> <li>Submit P31 Contact</li> <li>Submit Part II Contact</li> <li>Superintendent</li> <li>Treasurer</li> <li>TRF Number Cross Reference Contact</li> </ul> </div>	<div style="border: 2px solid green; padding: 10px; margin: 10px auto; width: fit-content;"> <input type="button" value="Select -&gt;"/>  <input type="button" value="Remove &lt;-"/> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; margin: 0;">Selected</p> <ul style="list-style-type: none"> <li>New Member Enrollment Contact</li> <li>Pay P31 Contact</li> <li>Security Administrator</li> <li>Submit P31 Contact</li> <li>Submit Part II Contact</li> <li>Superintendent</li> <li>TRF Number Cross Reference Contact</li> </ul> </div>

Figure 5 – Edit Existing Contact Page

On the Edit Existing Contact page, you can modify or delete existing user information. The *Available* side displays all of the available contact types and access rights for online features. The *Selected* side displays the access rights and contact types that are already assigned to the particular contact. To add or remove access rights or contact assignments for a user, simply select the access right or contact type and click on the *Select* or *Remove* buttons in the middle (circled in green). You can delete the contact entirely by clicking on *Delete Contact* at the bottom of the page.

Once your changes are complete and you selected *Save Changes*, you will be prompted to confirm your changes at the Confirm Contact Information page (figure 6). Note: Some fields are required and designated with an asterisk and there are some other restrictions that may be identified when you click *Confirm Changes*. These restrictions are detailed in a pop-up window with the error message and must be corrected before the information can be saved.

**TEACHERS' RETIREMENT FUND**

**Confirm Contact Information**

Select "Confirm Changes" to update the database with the below changes. Select "Make More Changes" to edit or view contact information.

First Name	James
Middle Name	
Last Name	Gray
Phone	(317) 233-0911
Ext	
Fax	
Email	not.jgray@trf.in.gov
Contact Type	New Member Enrollment Contact Pay P31 Contact Security Administrator Submit P31 Contact Submit Part II Contact Superintendent TRF Number Cross Reference Contact Treasurer

Confirm Changes    Make More Changes

Figure 6 – Confirm Contact Information Page

If the all of the data is correct, click the *Confirm Changes* button and the data will be saved (Figure 7).

**TEACHERS' RETIREMENT FUND**

**Edit Existing Contact**

Your changes have been successfully saved to the database.

OK


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Figure 7 – Edit Existing Contact Page confirming changes have been saved

If additional changes are needed, click *Make More Changes* and you will be returned to the Edit Existing Contact screen (figure 5).

To make changes to your employer/school information such as the address, fax number, phone number, etc., click on the *Update Employer Information* link on your Employer Demographics page (Figure 4).

TEACHERS' RETIREMENT FUND



## Update Employer Information

Complete employer information in the fields provided. Select the "Save Changes" button to save your data.

\* - Required Field

Unit Number:	0099011	Unit Name:	INDIANA STATE TEACHERS RETIREMENT FUND		
* Address Line 1	<input type="text" value="150 W. Market St"/>				
Address Line 2	<input type="text"/>				
Address Line 3	<input type="text"/>				
* City	<input type="text" value="Indianapolis"/>				
* State	<input type="text" value="INDIANA"/>				
* Zip	<input type="text" value="46204"/>	-	<input type="text"/>		
* Phone	<input type="text" value="(888) 286-3544"/>				
Fax	<input type="text" value="(317) 233-0914"/>				

[Home](#)[Logout](#)

Figure 8 – Update Employer Information Page

This will display your current employer demographics information on your Update Employer Information page (Figure 8). To make changes on this page, simply type over the existing information you would like to change and select the *Confirm Changes* button. Note: Some fields are required and have restrictions that may be identified when you click *Confirm Changes*. These restrictions are detailed in a pop-up error message and must be corrected before the information can be saved.